



Name: _____

Accounting Technician

Supplemental Questionnaire

As stated in the announcement for this position, a completed Supplemental Questionnaire must be submitted with your application for employment in order to be considered in the selection process. The questionnaire provides you an opportunity to present your qualifications for the Accounting Technician assigned to the Administrative Services Department. Please answer each question as accurately and thoroughly as possible. Your responses to these questions will determine whether you are among the most qualified of the applicants that will continue in the selection process. Incomplete questionnaires will not be considered.

Application Deadline: Applications and Supplemental Questionnaires must be received by 4:00 p.m., September 16, 2016. Although a resume may be submitted, it will not be accepted as a substitute for any of the required application documents. Postmarks are not accepted. Applications received after 4:00 p.m., September 16 will not be accepted.

Please attach your answers to this questionnaire on a separate sheet(s) of paper, with your name and the title of the position you are applying for at the top of each sheet. Your answers should be concise, complete and clear. Limit your answers to 1/2 page per question and number the answers to correspond with the questions. Be specific as to how many years of experience you possess, your role and where the experience was gained, being sure to highlight experience in a municipal or other governmental setting.

1. Please list all college level coursework completed in bookkeeping, accounting, business administration, or related field(s). Include course title(s) and school(s) attended.
2. Accounting Technician requires a minimum of three years (full-time equivalent) increasingly responsible accounting support work. Please describe how your work experience meets the requirement of increasingly responsible work.
3. Describe your experience processing payroll. Include primary duties, your role and level of responsibility.
4. If you possess payroll experience, please describe any experience in processing payroll for municipal or governmental entities. If no experience, indicate "N/A".
5. The City of Brentwood uses Sungard ONESolution to process payroll. Describe electronic and/or automated payroll systems you have used.
6. Describe your experience processing:
 - a. Accounts Receivable
 - b. Cash Receipts

Please sign the following certification:

I certify that all statements made in response to this supplemental questionnaire are true, and I agree and understand that misstatements or omissions of material fact may forfeit my rights to employment with the City of Brentwood.

Signature_____

Date_____